



# Job Opportunity

## State Controller's Office

**Position:** Executive Secretary I

Statewide

**Location:** Division of Accounting and Reporting- Administration  
3301 C Street, Suite 500, Sacramento, CA 95816

**Issue Date:** April 28, 2006

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Sylvia Brown, 916-445-7684

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-420-1247-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under supervision of the Chief, Accounting and Reporting, the Executive Secretary will perform an array of administrative support functions and various secretarial tasks for the Division's management team (Chief and three Bureau Chiefs).

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Maintain working schedules for the Division's management team.
- Schedule meetings and prepare/provide necessary materials to attendees.
- Act as first point of contact for Division management.
- Respond to telephone calls for Chief. Interact with executive level management, Executive Office staff and several other high level officials.
- Plan travel itineraries and make arrangements for the Division's management team.
- Maintain tracking system for incoming and outgoing correspondence. Meet with Division Management and provide status reports.
- Review and edit correspondence.
- Monitor the progression of various projects and assignments, and report the status to the Division management team.
- Maintain conference room schedules.
- Participate as a member of the Emergency Team as the Primary Recorder.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Accounting and Reporting  
3301 C Street, Suite 500  
Sacramento, CA 95816

Attn: Sylvia Brown